

OPERATIONAL SERVICE OVERVIEW

CITY FUND

Cost of Collection

The Cost of Collection reflects the expenditure incurred in the administration and collection of the Non-Domestic Rates and the Council Tax including the control, monitoring and payment of the contract with Liberata (UK) Ltd.

CITY'S CASH

Chamberlain's Court

The main duties of the Chamberlain's Court include assisting the Chamberlain to admit persons to the Freedom of the City; to help in the formation of new Livery Companies; and to maintain the Mansion House Plate Inventory. The Chamberlain's Court budgets also include Freedom expenses.

Gresham - City Moiety

This includes the City's share of the income from the Royal Exchange, 89/91 Gresham Street and Gresham House annuity. It also shows the City's share of the expenses of running the Gresham Estate.

Gresham - Discretionary Expenditure

This principally consists of the grant to Gresham College, the non-mandatory elements of the Lecturer's fees and administrative costs.

Gresham - Mandatory Expenses (Director of Community and Children's Services)

This service is part of the Gresham Estates and shows the cost of maintaining the Almshouses and paying the Almsfolk allowances, together with the mandatory element of the City of London Corporation's four Lecturers' fees (£400).

GUILDHALL ADMINISTRATION

Within Guildhall Administration the Chamberlain's Department provides a wide range of financial and IS services.

The department is divided into four divisions, each headed by a director. The divisions are:-

- Financial Services
- Business Support
- Information Systems (IS)

- Insurance

The work of these divisions (except for Cost of Collection and the Chamberlain's Court which are summarised in the notes above) are explained below.

Chamberlain's Department – General

The range of services provided by the Financial Services and Business Support Divisions include:-

- revenue and capital budget preparation
- budget monitoring and financial advice
- accounting and final accounts
- business partnering
- financial investment and cash management
- financial planning and technical analysis
- banking
- capital project appraisal
- business systems and support
- Procurement and Procure to Pay (PP2P) Team
- revenue collection
- support to corporate governance
- internal audit
- payroll and pension
- central finance business unit.

Chamberlain's Department – IS

The Information Systems Division of the Chamberlain's Department provides a range of support and development services to computer and telephone users including:-

- implementation, support and development of central server and PC based systems;
- maintenance and support of the City's PC and data networks;
- training services;
- a Help Desk; and
- procurement support to departments.

Chamberlain's Department – Insurance

The Insurance Section is responsible for undertaking risk assessments and securing the required insurance cover. The costs of this insurance are recharged to services in relation to the risks insured.